

**VILLAGE OF MILLTOWN
REGULAR VILLAGE BOARD MEETING
May 13, 2024**

Meeting Minutes (amended 8/13/24)

• **6:30 p.m. VILLAGE BOARD MEETING**

CALL MEETING TO ORDER: Meeting was called to order at 6:30 p.m. by Village President, Larry Kuske.

ROLL CALL: Present: David Beaulieu, Joe Castellano, Denise Kainz, Glenn Owen, John Sorensen, and Larry Kuske. Absent: Les Sloper Also Present: Lynn McIntyre & Russ Kiviniemi, Cedar Corporation; Mark Johnson, Derrick Builders; Bonnie Carl, Mike Nutter, Shaun Thayer, Mike Nutter, Boyd Heilig, and Amy Albrecht.

APPROVAL OF MINUTES: A unanimous Owen/Kainz motion approved the minutes of the April 8, 2024 as prepared and presented.

APPROVAL OF AGENDA FOR MAY 13, 2024, VILLAGE BOARD MEETING: A unanimous Castellano/Beaulieu motion approved the agenda for tonight's meeting as prepared and presented.

COMMENTS/SUGGESTIONS FROM PRE-REGISTERED CITIZENS:

- a) Milltown property owner, Lynda Hall, was in attendance in regards to her property located at 91 Main Street E. Dennis Hall has recently established residency within the commercial property. Lynda is concerned about the condition of the building being a hazard. Trustee, John Sorensen, stated he would have the Milltown Fire Department do an inspection of the property. It was also asked that Village Clerk, Amy Albrecht, is to copy Lynda's letter and photos of the property to Milltown Building Inspector, Ben Campbell, for review.
- b) Henry Studtmann updated board members of the youth softball tournament scheduled for June 7th-9th. Henry asked board members and public works if they could grade the parking lot prior to the tournament.
- c) Property owner, Josh Nelson, 137 Eider Street, was in attendance to follow up on a letter he had received from Josh Miller, Cedar Corporation, stating he had until December 31, 2025, to build a primary structure before putting up a fence. Josh explained that a building is not feasible for him at this time to commit to the deadline and asked if the board would consider letting him put up a fence. Village President, Larry Kuske, stated that Josh could bring his fence plans to the board for consideration and discussion when he is ready to put a fence up.
- d) Property owner, Micheal Carlson, Dancer Street duplexes, was in attendance to update the board on the conditions they set for his CSM (approved at the April 8, 2024 meeting). After some research, Michael stated that he will draft an agreement between the duplex property owners they would each be responsible for shared expenses of the water laterals; and this document will be recorded with Polk County. Michael also stated that he will be applying for a building permit to upgrade the shared wall to a fire wall (as required by the State). Michael will provide copies of these documents when they are completed.

PUBLIC HEARING Public Hearing was opened by Village President, Larry Kuske, at 6:58 p.m. for Certified Survey Map (CSM) for parcels owned by Schaffer Rentals, LLC, for 101 Industrial Avenue, Milltown, WI 54858, located in the NW ¼ of Section 18, T35N, R17W, Village of Milltown, Polk County, Wisconsin: being part of Lot 1, Block 1, Certified Survey Map No. 2283, Volume 10, Page 207, Document No. 558196. The CSM proposes to reconfigure each existing parcel (#151-00380-0100) into two parcels.

Public Hearing was closed by Village President, Larry Kuske, at 7:00 p.m.

A unanimous Owen/Kainz motion approved Certified Survey Map (CSM) for parcels owned by Schaffer Rentals, LLC, for 101 Industrial Avenue, Milltown, WI 54858, located in the NW ¼ of Section 18, T35N, R17W, Village of Milltown, Polk County, Wisconsin: being part of Lot 1, Block 1, Certified Survey Map No. 2283, Volume 10, Page 207, Document No. 558196. The CSM proposes to reconfigure each existing parcel (#151-00380-0100) into two parcels.

A unanimous Castellano/Beaulieu motion approved proposed text amendments to Sections 13-1-29, 13-1-92, and 13-1-200 in Title 13, chapter 1 Zoning Code of the Village of Milltown Code of Ordinances, permitting Group Daycare Facilities in the B-2 Highway Commercial district by right, amending off-street parking requirements, and updating Section 13-1-200 Definitions to define a Group Daycare Facility.

A unanimous Beaulieu/Owen motion approved the request for two driveways exceeding 30 feet in width for a new Group Daycare facility, located at 101 Industrial Avenue, Zoned B-2 Highway Commercial District.

A unanimous Castellano/Beaulieu motion approved proposed text amendment to Section 13-1-140 in Title 13, Chapter 1 Zoning Code of the Village of Milltown Code or Ordinances, permitting an accessory structure, playground, and similar use that occupies no greater than a 240 square foot area, is moveable, and not permanently affixed to the ground on a vacant site, to be established on a lot prior to the principal use or structure being present or under construction.

A unanimous Owen/Kainz motion approved Site Plan Review for a new Group Daycare Facility owned by Schaffer Rentals, LLC, located at 101 Industrial Avenue, Milltown, WI 54858, zoned B-2 Highway Commercial.

A unanimous Castellano/Beaulieu motion approved quote form Commonwealth Heritage Group in the amount of \$4,828.89 for Archaeological Survey services per the requirements of the Wisconsin Department of Transportation TEA Grant.

LIBRARY REPORT:

- a. Library Director, Bonnie Carl was in attendance to review April month end reporting and upcoming events.

POLICE REPORT:

- a. Chief Thayer addressed resident concerns regarding parked campers on 2nd Avenue. Chief Thayer updated the board that the campers do have current registrations and are legally parked/stored. It was asked that Chief Thayer follow up with Matt Hansen regarding a camper that was previously addressed and given time for the property owner to establish a primary structure in order to store the camper.
- b. A unanimous Castellano/Owen motion approved Operator License(s) for Tanner Dobberschutz and Piper Nelson, both for Circle-K.
- c. Chief Thayer updated the board that Officer Jerome Hoyt extended his resignation date to May 31, 2024 (previously set for May 12, 2024).

PUBLIC WORKS REPORT:

- a. Public Works, Mike Nutter, updated that approximately 300 of 430 residents have been completed for the Lead & Copper Rule project (item to be tabled for updates through completion due October 16, 2024).
- b. A unanimous Castellano/Owen motion approved bid from Polk County Highway Department in the amount of \$19,808.79 for chip seal. Chip seal will be done on Industrial Avenue and Tiger Street.

- c. A unanimous Beaulieu/Castellano motion approved quote from Fahrner in the amount of \$5,785.00 for line painting.
- d. Public Works updated the board that there has been no cold-mix available for patching potholes. Materials should be available soon.
- e. Public works contacted Wintergreen Outdoor to obtain a quote for spraying weeds at Melgren Field ballpark. Wintergreen Outdoor stated they will provide the service at no charge. Henry Studtmann also stated that funds from the ballpark savings account could be utilized if funded was needed.
- f. A unanimous Castellano/Owen motion approved reimbursement to Milltown property owner, Rick Kemis, 210 Third Avenue SW, in the amount of \$350.00 for Johnson's Drain Cleaning to snake the drain at the property due to sewer issues (at fault of roots in sewer line).
- g. A unanimous Beaulieu/Owen motion approved quote from NEI electric in the amount of \$33,190.00 for street light installation; and quote from Light Mart in the amount of \$38,662.00 for street lights.
- h. Bids were opened and announced for paving on 1st Avenue (only one bid submitted). A unanimous Castellano/Owen motion approved quote form Monarch Paving Company in the amount of \$22,923.00 for paving on 1st Avenue.
- i. Village President, Larry Kuske, updated the board that the exterior shop lights have been installed.

CLERK/TREASURER REPORT:

- a. Updated Inspection Fees and Resolution #2024-06 was tabled to the June 10, 2024 meeting, pending a response from Building Inspector, Ben Campbell. Clerk, Amy Albrecht, has attempted contact multiple times suggesting his attendance to answer questions Trustees have.
- b. A unanimous Castellano/Owen motion approved loan refinancing with Sterling Bank in the amount of \$51,684.88; taxable rate 8.25% fixed for 5 years; 9 ½ year amortization; \$660.00/month payment. This loan is on behalf of Hair's The Thing (Doreen Gustafson).
- c. A unanimous Beaulieu/Sorensen motion approved quote from Connecting Point in the amount of \$2,965.00 to purchase new computers for the Village Office.
- d. Discussion regarding election poll worker wages was determined that current wages are in line with other municipalities and will remain at \$13.00/hour for election workers, and \$15.00/hour for Chief Inspectors; meals for all election day staff are also provided.

OLD BUSINESS:

- a. A pay request for Pember in the amount of \$5,071.15 was tabled due to issues at the project site at Half Moon Beach boat ramp. It was stated that there is a 'ledge' between the cement and dock area preventing the dock meeting ADA requirements. Lynn McIntyre, Cedar Corporation, is going to follow up with both vendors, Pember and Reeds Sunnyside Marine.

NEW BUSINESS:

- a. A unanimous Beaulieu/Castellano motion approved adding to the Tiger Street project to stub sanitary sewer and water to north of Tiger Street (into the right-of-way) for future development.
- b. A residential complaint was discussed (resident not present) regarding heavy equipment traffic on 2nd Avenue due to the RockShield project. Mark Johnson, from Derrick Builders, was in attendance and addressed the complaint stating he would speak with the General Contractor of the project and state that all vendors are to use Industrial Avenue/Tiger Street only when entering with heavy equipment.
- c. A unanimous Castellano/Owen motion approved assigned Committee Members for the 2024/2025 year.
- d. Reducing the amount of cleaning service at the Milltown Community Center with Endeavors was discussed and decided to leave as is (cleaning twice per month).

- e. A unanimous Beaulieu/Owen motion approved quote for \$350.00 from Shadetree Landscaping for spring clean up landscaping. It was asked if clean-up of area around tree/bench in Bering Park could be addressed and remove the edging. It was decided that the shrubbery near the Milltown Community Center entrance was not needed. Larry will be contacting Shadetree Landscaping to discuss both matters.

CONSENT AGENDA: A unanimous Kainz/Castellano motion approved General check #33356 through #33415; manual issued checks; and Payroll voucher #V1293 through #V1315.

CLOSED SESSION: A unanimous Castellano/Kainz motion moved the meeting into closed session.

RECONVENE INTO OPEN: A unanimous Owen/Beaulieu motion approved moving into open session.

A unanimous Owen/Sorensen motion approved Officer Jerome Hoyt's current hourly rate of pay, \$26.99/hour, to fulfill part-time hours as needed. It was noted by Village President, Larry Kuske, to add that this rate of pay is effective until the full-time position is filled; to which then Officer Hoyt will be paid at the regular part-time rate.

A unanimous Sorensen/Owen motion approved Village President, Larry Kuske, to speak with Carol & Clayton Johnson regarding the zoning of their parcel #151-00472-0000 to be rezoned from Rural Development to Industrial; fees to be waived. Larry will also discuss the opportunity for Right-of-Refusal.

A unanimous Owen/Kainz motion approved the installation of bump strips and signage on 2nd Avenue; four in total (two on 2nd Avenue SW; two on 2nd Avenue NW); cost \$2,516.00; 2 ½" in height.

ADJOURN: A unanimous Sorensen/Castellano motion made to adjourn.

Respectfully submitted this 15th day of May, 2024

Amy Albrecht
Village Clerk/ Treasurer
Milltown, WI